

September 20, 2016

Ms. Responsible Citizen
123 Street Name
University Heights, Iowa 52246

RE: Sidewalk Repair at 123 Street Name

Dear Ms. Citizen:

I am writing as City Engineer for the City of University Heights. The purpose of this letter is to notify you of repairs needed for the sidewalk adjacent to your property. Sidewalk panels in the North portion of University Heights were reviewed during the summer of 2016, and the sidewalk panels in need of repair were marked by spray paint. Enclosed is a copy of the Sidewalk Inspection Report for this property, as well as the Sidewalk Repair Specification and Details.

Safe, pedestrian-friendly neighborhoods are a priority for our community. An important component of this is the City's Sidewalk Repair Program, developed to provide for maintenance of sidewalks throughout University Heights. The City has been divided into three sections (N, SE, SW), and each will be inspected during the first three years of the program (SE 2014; SW 2015; N 2016). Thereafter, one section will be inspected every two years (SE 2018; SW 2020; N 2022, etc.). Iowa Code § 364.12(2)(d) and City Ordinance 47 provide the City of University Heights the ability to require that the maintenance and repair of public sidewalk be the responsibility of the abutting property owner.

The University Heights City Council will give property owners the opportunity to join together and jointly hire one contractor (through the City) to make repairs. By having one contractor repair multiple sidewalks, the City hopes to obtain a competitive cost. **The deadline to join the City administered sidewalk repair project is February 1, 2017.** To sign up, please call (319-354-3040) or email me (jbilskemper@shive-hattery.com) and indicate which property address to include in the City repair project. The City will take bids in March 2017 and hire a contractor to repair sidewalks during the spring or summer of 2017.

Property owners who choose this option will be invoiced for the actual construction costs on their property, plus a \$100.00 administrative fee per property. Please be aware that the "actual construction cost" will depend on the lowest responsible bid received by the City, and will not be known in advance. The administrative fee will cover a portion of the City's costs in arranging for a contractor, overseeing the work, and billing property owners for the costs.

Project # 1161020



Additionally, if you choose this option, the City contractor will only remove and replace sidewalk squares. Therefore, if you desire to utilize an allowable repair option other than removal and replacement (refer to the attached Sidewalk Repair Details), you will need to arrange for the work with your own contractor.

For property owners who prefer to perform or coordinate repairs on their own, the deadline to have sidewalk repairs completed is June 1, 2017. This notification letter serves as the property owner's permit; no other city paperwork or administrative fee is required to complete the repairs.

Sidewalks marked for repair will be inspected again after June 1, 2017. Satisfactory repairs will be noted and no further action will be required. However, if the repair work is unsatisfactory, the abutting property owner is notified of such. If no attempt was made to repair the sidewalk, or if the unsatisfactory repairs are not corrected, the City will take charge and arrange for the repair work to be completed. In this instance, both construction and administrative costs may be higher, and the adjoining property owner will be invoiced for all such costs. If the invoice remains unpaid, the costs will then be assessed against the property for collection in the same manner as property taxes.

For properties at street corners, the current policy of the City is that any repairs identified at the curb ramps or common panel at the corner will be repaired and paid for by the City. These locations are noted as City responsibility on the Sidewalk Inspection Report.

Further information can be found on the Streets and Sidewalks page of the city website (www.university-heights.org/Streets). Look for the Sidewalk Repair Program link on the right hand side of the page, which also includes a list of "Frequently Asked Questions."

If you have any questions or need additional information, please do not hesitate to contact me at (319) 354-3040, or by e-mail at jbilskemper@shive-hattery.com.

Sincerely,

SHIVE-HATTERY, INC.



Josiah D. Bilskemper, P.E.

JDB/bad

Enc.: Sidewalk Repair Report
Sidewalk Repair Specification and Details

Copy: Ms. Chris Anderson, City Clerk